



FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY  
80 E. Fulton Street  
Columbus, Ohio 43215

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Account Clerk 1                      **PCN:** 083302  
(Bargaining Unit)

**DEPARTMENT:** Disbursements                      **P.R.** T4

**SUPERVISOR:** Amelia Sifuentes-Torres-, Accountant (Supervisor)

**PRIMARY RESPONSIBILITIES:** Perform administrative and general accounting work, process financial documentation, and maintain financial records for the Agency. Retrieves and sorts previous day court documents. Enters court orders, creates files for new cases to be enforced and payments to be received. Releases payments and funds. Performs research on adjustments, payments posted and problem resolution.

**MINIMUM QUALIFICATIONS:** High school diploma or (GED) with two (2) years previous experience or training in accounting, or equivalent combination of training and experience.

**STARTING SALARY:** \$12.80/hour, plus a comprehensive benefits package.  
120 Day Probationary Period

**DATE POSTED:** Thursday, April 23, 2015

**DEADLINE FOR APPLYING:** Wednesday, May 6, 2015

| If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply online.

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